

NIH and



Present:

# NIH Commons Practicum

*Learn It Today, Launch It Tomorrow*

Sunday, November 2, 2003

2003 Annual Meeting



National Institutes of Health  
U.S. Department of Health & Human Services





# NIH Commons Practicum: Agenda

- Introductions
- What is NIH eRA Commons?
- eRA background and organization
- How to register for NIH eRA Commons
- Introduction to the Commons demo site
- Using the NIH eRA Commons (including tips from existing users)
  - Logging On
  - Administration
  - IPF – Institutional Profile maintenance
  - PPF – Personal Profile maintenance
  - Status – Information on grants and applications
  - eSNAP – electronic Streamlined Non-competing Award Process
  - FSR – Financial Status Reporting
  - IAR – Internet Assisted Review
  - Wrap-up and Q&A
- Preview of next release and other “coming attractions”
- Where to get help
- What is CGAP? What is Grants.gov? What’s the difference?



## *Introductions:*

Pamela Webb

Senior Director, Office of Sponsored Research, Stanford University

Scarlett Gibb

Chief, NIH eRA Communications and Outreach Branch



# NIH electronic Research Administration (eRA)

## ■ What is eRA?

– electronic Research Administration (eRA) is NIH's infrastructure for conducting interactive electronic transactions for the

- Receipt
- Review
- Award
- Monitoring
- Administration

Of NIH grant awards to organizations and investigators worldwide.

The NIH eRA Commons is the external face of eRA

# NIH eRA External Components

## Unrestricted Interfaces

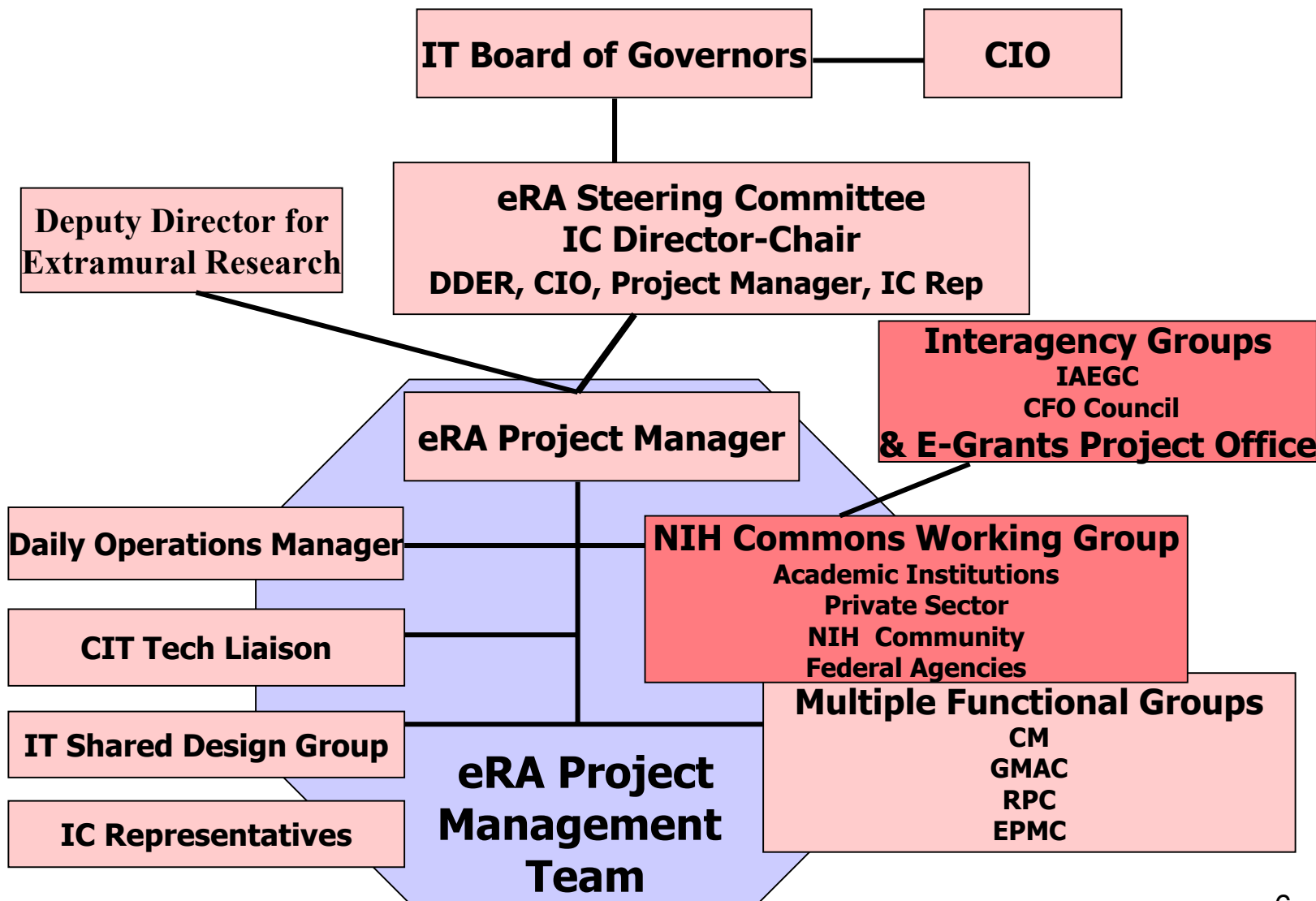
- NIH and OER Web Sites - <http://www.nih.gov/grants>
- CRISP on the Web – Awards Database – <http://crisp.cit.nih.gov>

## Restricted Interfaces – <http://commons.era.nih.gov>

- Commons Registration – Initial set-up for organizations
- Accounts Administration – User account maintenance
- Application/Award Status – Monitor grant applications & awards
- Institutional & Professional Profiles (IPF & PPF) – Maintain repetitive information about institutions and investigators
- Competing Grant Application (CGAP) – Competitive application
- Trainee Appointments (X-Train) – Trainee Appointment maintenance
- electronic Streamlined Non-competing Application (eSNAP) – Submission of non-competing progress reports
- Financial Status Report (FSR)
- Internet Assisted Review (IAR)
- Interagency Edison (iEdison) – Invention reporting



# NIH IT Project Management







# Commons Working Group (CWG)

Provides eRA feedback to NIH from the extramural community

- Responsibilities:
  - Definition of user requirements
  - Definition of future priorities
  - Assistance with testing and deployment
- NIH Contact Person
  - David Wright [david.wright@nih.gov](mailto:david.wright@nih.gov)
- Representatives (18 institutions)
  - List at <http://era.nih.gov/docs/commonswkggrp.htm>
  - Diverse skills and institutional representations
  - 14 Research Administrators, 6 IT Technologists, 4 active Research Faculty

# NIH eRA Objective:

## Full Electronic Grants Administration

**Applicant/Grantee Interface – NIH Commons**

225,000,000  
Pieces of Paper

**NIH Grants Database Interface – IMPAC II**

1.6 million transactions daily

**NIH Institutes and Centers**







# Current Status of NIH eRA Commons\*

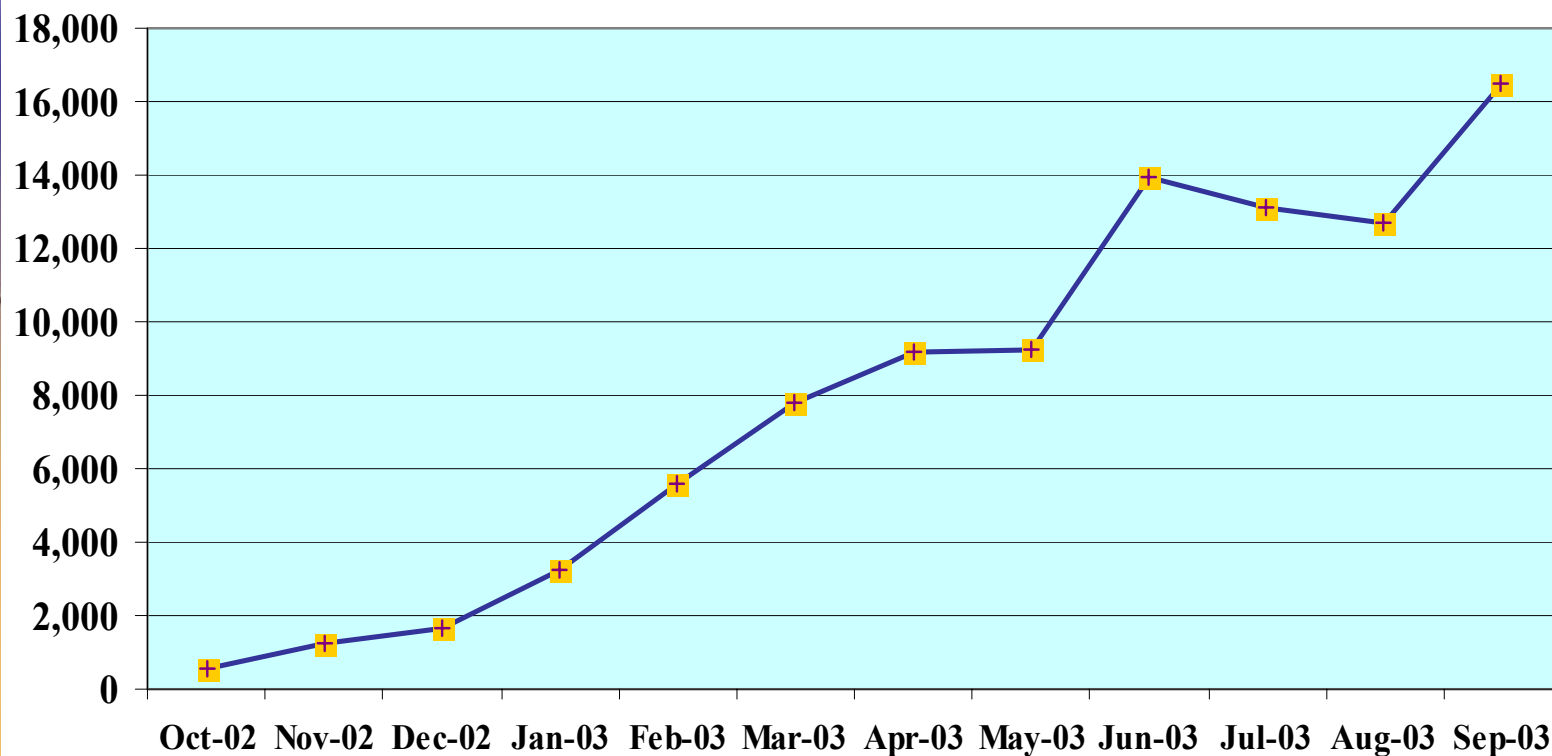
## ■ Registration/User Information

- Over 126,700 total log-ins
- Over 590 organizations
- Over 6,000 user accounts
- Over 3,100 PIs registered

\*Note: All data as of 10/31/2003



## eRA Commons Logins by Month







# Uncommon Commons Modules

- **CRISP – NIH Awards Database**
  - Computer Retrieval of Information on Scientific Projects
  - Records include all awards 1972 - 2003
  - 32,000+ CRISP queries per week
  
- **Interagency Edison – Invention Reporting**
  - 450 grantee/contractor organizations
  - Reporting for 19 Federal Agencies using common site
  - New interface released 6/28/2003



# Getting Started ...

- Step 1: Register Your Institution and your Primary Official

*Don't know if your institution is already registered? Check the list at:*

<http://era.nih.gov/commons/index.cfm>



NATIONAL INSTITUTES OF HEALTH

**eRA Commons**

Version 2.2.3

Welcome Guest  
Institution: Not Affiliated  
Authority:

[Home](#) [Links](#) [Help](#)**Commons Login** ?

\* indicates required field.

Username \*

Password \*

 [Forgot Password?](#)**System Notification**

1. **FSR Notice:** The FSR system is experiencing issues with box # 13 (Authorized Official). At this time you will not be able to change the person and other information that appears there. If you need to make a change please put the new information in box # 12 (Remarks). If you cannot change the phone number you will have to submit in hard copy. We apologize for any inconvenience this may cause.

**About the Commons**

- ▶ [Scope and Purpose](#)
- ▶ [Frequently Asked Questions](#)
- ▶ [Grantee Organization Registration](#)
- ▶ [eRA Contacts](#)
- ▶ [Enter eRA NIH Commons Demo](#)

**Links**

- ▶ [Commons Support Page](#)
- ▶ [CRISP](#)
- ▶ [eRA Home Page](#)
- ▶ [Grants.gov](#)

**What's  
NEW  
on the  
COMMONS**

A new release of NIH Commons is now available and registration is open to all NIH grantee organizations. Please reference the [Commons Support Page](#) for specific features of this release.

For NIH grantee organizations that have not registered, go to [Registration](#). NIH eRA Commons now includes the following functionality:

- ◆ **Status** — Allows Principal Investigators to review the current status of all their grant applications and review detailed information associated with their grants. Institution Officials (i.e., Signing Official (SO) or Administrative Official (AO) associated with the institution) can see a summary view of grant applications, review the Notice of Grant Award, and access the Progress Report face page.
- ◆ **eSNAP** — Allows an institution to submit a grant application and submit a progress report online.
- ◆ **X-Train** — Through the Commons, X-Train is available for institutions registered to use X-Train.
- ◆ **Internet Assisted Review** — Allows Reviewers, SRAs, and Institution Officials to review grant applications and submit preliminary scores for applications they are reviewing. IAR creates a preliminary summary statement for a meeting.
- ◆ **Financial Information** — Allows institutions to submit electronic submission of financial information associated with a grant.
- ◆ **Administrative** — Allows institutions to create and manage user accounts associated with its institution. Institution Officials (SO) to maintain the institution information on file at the NIH.
- ◆ **Demo Facility** — Allows institutions to test most of the capabilities of the NIH eRA Commons in a sample environment.

**Registration  
Link****Commons  
Demo****Support  
Page**





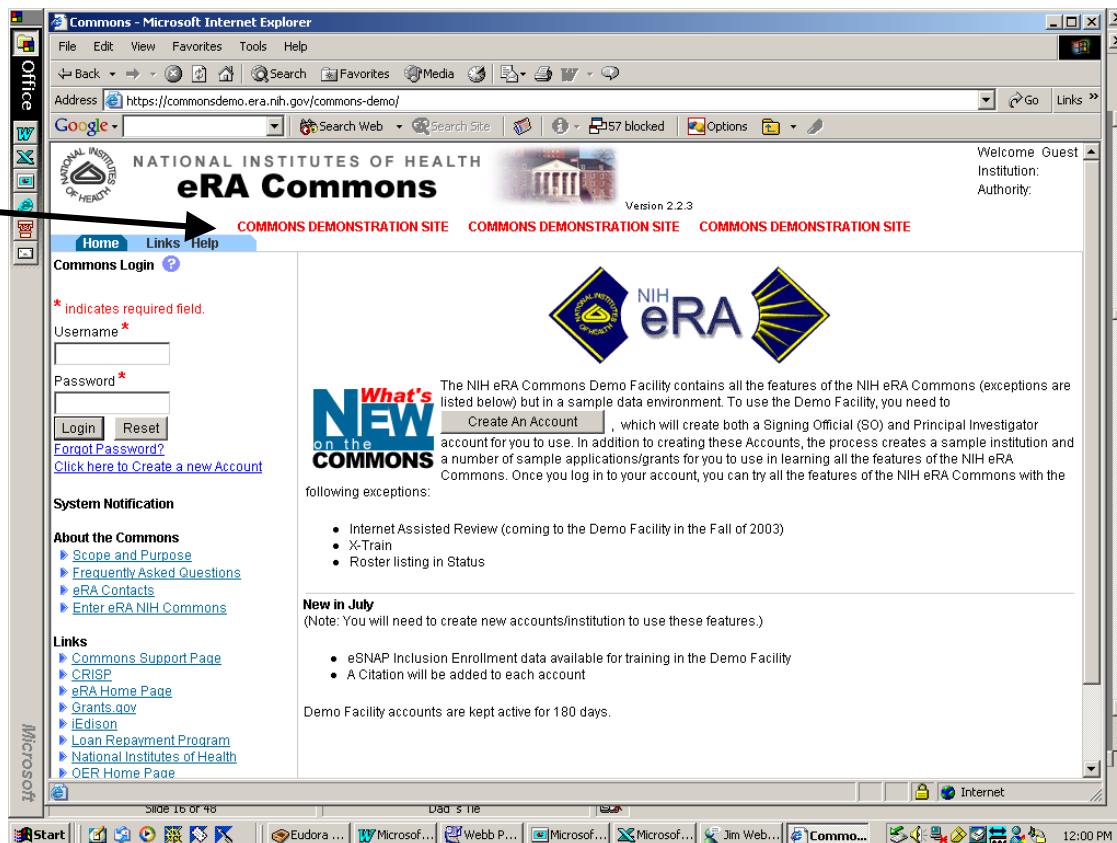
# Registering Your Institution

- Complete on-line form (will need to designate a Primary Official), print, sign and fax to NIH
- Receive a verification email and confirm it
- Receive a link to a page showing your institutional information
- Verify accuracy of this information and send confirmation back to NIH
- Receive your Primary Official's userid and password
- Create and maintain additional accounts for your institution/staff (see next section)



# Go Play! <https://commonsdemo.era.nih.gov/commons-demo/>

■ Use the NIH Commons Demo site to get familiar with the functions and screens in the production version of the Commons





# Beginning to Use the Commons

## Discussion and Demo

Stanford User Guide

- Logging On
- Using the Administration Module
- Populating Your Institution Profile

Stanford User Guide

- Populating Your Personal Profile

Stanford User Guide

- Using Status

Stanford User Guide

- Preparing an eSNAP

# Administration Module

## ■ Account Management

### – Create/Maintain/Delete Account

- Each person gets one or more roles that have pre-established rights
- Roles = PI, SO, AO, Asst, AA, FSR

### – Establish Association for a PI with the Institution

- E.g., PI who already has an NIH Commons account and is now transferring to your Institution
- Association not needed for new accounts (happens automatically)

### – Manage Delegation Authority

- E.g., PI to authorize access to a proposal to admin staff

### – Change Password

### – Delegate Submit SNAP Authority to PIs

### – Verify NIH Support



# User Roles

- **SO (Signing Official)**
  - Create and modify accounts, modify institutional profile, submit proposals
- **AO (Administrative Official)**
  - Create and modify AO and PI accounts, review but not submit grant applications
- **AA (Account Administrator)**
  - Create, modify and delete accounts
- **ASST (Assistant)**
  - No pre-assigned authority except to update own personal profile
  - Can be delegated authority to do PI's Personal Profile or to work on a PI's proposal
- **FSR (FSR Preparer)**
- **PI (Principal Investigator)**
- **IAR (Internet Assisted Reviewer)**

**Demo!**





# Institutional Profile (IPF)

- Signing Official maintains institutional information
  - Address, DUNS, Org Hierarchy
  - Assurances
  - Other Contact Info (NGA, Notifications, etc.)
- Maintain University hierarchy of schools, departments, divisions (for future use)
- View institutional usage
  - Number of users
  - Number of logons
  - Last logon, by user

In full  
production

Demo!



# IPF Maintenance

Edit Institution Profile - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media RSS Print Mail

Address: https://commonsdemo.era.nih.gov/commons-demo/institution/ipfBasicEdit.jsp Go Links >>

Basic Assurances and Certifications Maintain Org Hierarchy Institution Usage

## Edit Institution Profile ?

[View](#) [Edit](#)

\* indicates required field

### Basic Institution Information

Institution Name:	UNIVERSITY OF HARD KNOCKS		
Preferred Institution Name:*	<input type="text" value="University of Hard Knocks"/>		
IPF Code:	<input type="text" value="10001259"/>		
NGA E-mail:*	<input type="text" value="twomeyt@od.nih.gov"/>	Policy Announcements and Notifications Email Address:*	<input type="text" value="twomeyt@od.nih.gov"/>
DUNS Number:*	<input type="text" value="123456569"/>		
Indirect Cost Negotiator:	<input type="text" value="Jane Doe"/>	Most Recent Date of Negotiation:	<input type="text" value="04/23/2002"/>
Human Subjects Assurance Number:	<input type="text" value="FWA00000000"/>	Animal Welfare Assurance Number:	<input type="text" value="A1234000000"/>
Type of Organization:*	<input type="text" value="Institution of higher education"/>		
Type Of Organization - Other:	<input type="text"/>		
Ownership Control:*	<input type="text" value="Private, Nonprofit Independent"/>		

### Institution Address

Street 1:*	<input type="text" value="6705 Rockledge Drive"/>	City:*	<input type="text" value="Bethesda"/>
Street 2:	<input type="text"/>	State/Province:*	<input type="text" value="MARYLAND"/>
Street 3:	<input type="text"/>	Zip Code:*	<input type="text" value="20817"/>
Street 4:	<input type="text"/>	Country:*	<input type="text" value="UNITED STATES"/>
Phone Number:*	<input type="text" value="301-123-4567"/>	Fax Number:	<input type="text" value="301-123-4568"/>

### Institution Contact Information

Contact Name:*	<input type="text" value="John Smith"/>
----------------	---

Done Internet



# Personal Profile (PPF)

- Personal Information

- Individual personally maintains unless authority is delegated to an assistant

- Race/Ethnicity

- Employments

- Reviewer Information

- Residential Address

- Degrees

- Publications

In full  
production

Demo!



# Status Module

- Access level dependent upon roles
- Includes
  - Priority Scores/Percentile information \*
  - Link to on-line documents
    - Abstract
    - NGA
    - FSR
    - Summary Statement \*
    - eApplication \*\*
  - NIH contact information
  - Link to Study Section information
  - Availability of pre-populated forms for renewals
- More to come

In full  
production

\*PI Only

\*\* PI and SO only

Demo!


# Status "Hit List"

Proposal Search Results - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History Print Mail

Address <https://commonsdemo.era.nih.gov/commons-demo/status/proposalResults.jsp> Go



**NATIONAL INSTITUTES OF HEALTH**  
**eRA Commons**

Version 2.2.3

Welcome bandyso  
Institution: UNIVERSITY OF HARD KNOCKS  
Authority: FSR SO [Log-out](#)

**COMMONS DEMONSTRATION SITE** **COMMONS DEMONSTRATION SITE** **COMMONS DEMONSTRATION SITE**

[Home](#) [Administration](#) [Institution Profile](#) [Personal Profile](#) [Status](#) [eSNAP](#) [X-Train](#) [FSR](#) [Links](#) [Help](#)

[Search Proposals](#) [Search Type 5 Progress Reports](#)

## Proposal Search Results

Date: 10/16/2003


Search Criteria

and 10/16/2004 Grant Number: \*\*\*\*\*\_\*\*\*\*\*


Proposal Report 1 - 10 out of 10 records

Grant Number	Proposal Title	PI Name	Grant Status	Budget Start Date	Summary Links
<a href="#">1F31CA014016-01</a>	New Fellowship in Cancer Research	Salk, Jonas	Awarded	04/23/2001	<a href="#">Notice of Grant Award</a>
<a href="#">1R01CA014010-01</a>	New Important Cancer Research	Bill, Bandy	Awarded	04/23/2001	<a href="#">Notice of Grant Award</a>
<a href="#">1R01CA014019-01</a>	New Medical Cancer Research of the Thyroid	Bill, Bandy	Pending	04/23/2002	
<a href="#">1R01HL014013-01</a>	New Interesting Research on the Heart	Bill, Bandy	Awarded	04/23/2001	<a href="#">Notice of Grant Award</a>
<a href="#">5F31CA014017-02</a>	Fellowship in Cancer Studies	Salk, Jonas	Awarded	04/23/2002	<a href="#">Notice of Grant Award</a>
<a href="#">5F31CA014018-03</a>	Fellowship in Cancer Related Investigations	Salk, Jonas	Pending	04/23/2003	<a href="#">Fellowship Proposal Face Page</a>
<a href="#">5R01CA014011-02</a>	Program Project for Cancer Research	Bill, Bandy	Awarded	04/23/2002	<a href="#">Notice of Grant Award</a>
<a href="#">5R01CA014012-03</a>	Cancer Research in Simple Note Abstracting Programs	Bill, Bandy	Pending	04/23/2003	<a href="#">Progress Report Face Page</a>
<a href="#">5R01HL014014-02</a>	Research on the Heart and Other Stuff	Bill, Bandy	Awarded	04/23/2002	<a href="#">Notice of Grant Award</a>
<a href="#">5R01HL014015-03</a>	Heart Research to Sample Northern Area Pumpkins	Bill, Bandy	Pending	04/23/2003	<a href="#">Progress Report Face Page</a>

[\[ Contact Us \]](#) [\[ Privacy Notice \]](#) [\[ Disclaimer \]](#) [\[ Accessibility \]](#)




National Institutes of Health (NIH)  
9000 Rockville Pike  
Bethesda, Maryland 20892



Department of Health  
and Human Services

© 2003 NIH. All Rights Reserved.  
Screen Rendered: 10/16/2003 09:49:23 EDT  
Screen Id: STA4009



**GRANTS.GOV™**  
FIND. APPLY. SUCCEED.™

Done Internet

# Progress Report Face Page

Proposal Search Results - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop

Address http://impaw

Grant Number: \*\*\*\*MH

Proposal Report 701 - 80

Grant Number Prop

5R01MH059769-3 SER  
DEP

5R01MH059883-2 PATH  
SCH

5R01MH059911-2 POS  
HYP

5R01MH059911-3 POS  
HYP

5R01MH059929-2 COU  
ILLN

5R01MH059945-2 FUN  
DEP

5R01MH060763-2 IMPF  
MOD

5R01MH060774-2 MOL  
DEVI

5R01MH060774-3 MOL  
DEVI

5R01MH060783-2 TRA  
STUI

5R01MH060866-2 GEN  
(GEN)

5R01MH060866-3 GEN  
(GEN)

5R01MH061205-2 LOC.  
ENC

5R01MH061205-3 LOC.  
ENC

5R01MH061372-2 DYN

5R01MH061566-2 SLE

Acrobat Reader - [FacePageReport[1].pdf]

File Edit Document View Window Help

Go

Department of Health and Human Services  
Public Health Services

Review Group ZRG18DCN501

Type 5

Activity R01

Grant Number 7 S01 MH365889-01

**Grant Progress Report**

Total Project Period  
From: 12/08/1999 Through: 11/30/2003

Requested Budget Period  
From: 12/01/2001 Through: 11/30/2002

1. TITLE OF PROJECT  
MOLECULAR GENETIC ANALYSIS OF FOREBRAIN DEVELOPMENT

2a. PRINCIPAL INVESTIGATOR OR PROGRAM DIRECTOR  
(Name and address, street, city, state, zip code)

Name: CLARENS, PAUL A  
Address: STATE UNIV  
DEPT OF NEUROBIOLOGY  
W200 STATE BLVD  
SUITE 724 WEST  
FAIRFAX, VA 22032

3. APPLICATION ORGANIZATION  
(Name and address, street, city, state, zip code)

Name: STATE UNIVERSITY  
Address: STATE UNIV  
OFC OF RESEARCH  
E200 STATE BLVD  
SUITE 332 EAST  
FAIRFAX, VA 22032

2b. PI EMAIL ADDRESS

4. ENTITY IDENTIFICATION NUMBER  
289675353A6

2c. PI DEPARTMENT, SERVICE, LABORATORY, OR EQUIVALENT  
NEUROBIOLOGY

5. TITLE & ADDRESS OF ADMINISTRATIVE OFFICIAL

Title: DIRECTOR, OFC OF RESEARCH  
Address: STATE UNIV  
OFC OF RESEARCH  
E200 STATE BLVD  
SUITE 332 EAST  
FAIRFAX, VA 22032

2d. MAJOR SUBDIVISION  
SCHOOL OF MEDICINE1

Email: ORNIH@OFC.SERV.STATEU.EDU

6. HUMAN SUBJECTS

☐ No ☐ Yes

6a. Research Exempt ☐ No ☐ Yes

6b. Human Subjects Assurance No.  
FWA0000015

If Exempt ("Yes" in 6a):  
Exemption No.

6c. NIH-Defined Phase III  
Clinical Trial ☐ No ☐ Yes

If Not Exempt ("No" in 6a):  
IRB Approval Date

☐ Full IRB or  
☐ Expedited Review

7. VERTEBRATE ANIMALS

☐ No ☐ Yes

7a. If "Yes", IACUC Approval Date

7b. Animal Welfare Assurance No.  
1234

8. COSTS REQUESTED FOR NEXT BUDGET PERIOD

8a. DIRECT \$

8b. TOTAL \$

9. INVENTIONS AND PATENTS

☐ No ☐ Yes

If "Yes", ☐ Previously Reported ☐ Not Previously Reported

Done

118% 1 of 1 8.5 x 11 in



# Grant Status - Details

Status Information - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Print Copy Paste

Address <https://commonsdemo.era.nih.gov/commons-demo/status/genericStatusInformation.jsp> Go

**NATIONAL INSTITUTES OF HEALTH**  
**eRA Commons**Version 2.2.3

Welcome bandypi  
Institution: UNIVERSITY OF HARD KNOCKS  
Authority: FSR PI [Log-out](#)

[COMMONS DEMONSTRATION SITE](#) [COMMONS DEMONSTRATION SITE](#) [COMMONS DEMONSTRATION SITE](#)

[Home](#) [Administration](#) [Institution Profile](#) [Personal Profile](#) **[Status](#)** [eSNAP](#) [X-Train](#) [FSR](#) [Links](#) [Help](#)

**PI Status**

## Status Information

General Grant Information		Other Relevant Documents ?	
<b>Status:</b>	Application awarded.	<a href="#">Abstract (Awarded Grant)</a>	
<b>Institution Name:</b>	University of Hard Knocks	<a href="#">e-Application</a>	
<b>School Name:</b>	School of Medicine	<a href="#">Latest NGA</a>	
<b>School Category:</b>	OVERALL MEDICAL	<a href="#">Summary Statement</a>	
<b>Division Name:</b>	NONE		
<b>Department Name:</b>	Cell Biology and Physiology and Science and Beer		
<b>PI Name:</b>	Bill, Bandy		
<b>Grant #:</b>	1R01CA014010-01		
<b>Proposal Title:</b>	New Important Cancer Research		
<b>Proposal Receipt Date:</b>	10/22/2000		
<b>Last Status Update Date:</b>	04/23/2003		
<b>Current Award Notice Date:</b>	04/23/2001		

Status History			
Effective Date	Status Message	Primary Institute or Center Assignment	
04/23/2003	Application awarded.	<b>Institute Name</b>	<b>Institute Center Assignment Date</b>
04/23/2003	Study Section review pending.	NATIONAL CANCER INSTITUTE	04/23/2003

Application Information		Study Section	Advisory Council(AC) Information
Award Document Number:	R1MH99999A	Init. Review Group:	Meeting Location: RM301 6701 Rockledge Drive Bethesda
FSR Accepted Code:	Y	Council Meeting Date	Meeting Date:
Snap Indicator Code:	Y	(YYYYMM):	Meeting Time: 1000
Priority Score:	140	Meeting Location:	
Percentile:	5.0	RM301 6701 Rockledge Drive Bethesda	
		Meeting Date:	
		Meeting Time: 1000	

Contacts			
Administration	Name	Phone	Email
Scientific Review Administrator(SRA)	Public, John	301-555-1212	<a href="mailto:jpublic@nih.gov">jpublic@nih.gov</a>
Grants Management Specialist(GMS)	Adams, John	301-234-6789	<a href="mailto:gms@nih.gov">gms@nih.gov</a>

Internet





# eSNAP (Streamlined Progress Reports)

- **In Pilot mode, mostly with CWG**
- Improved interface and workflow
- Additional 15 days allowed for submission
- Delegated submission to PI possible
  - 353 eSNAPs submitted (299 Awards)
  - 21 grantee organizations participating  
(currently limited to CWG members and a few other pilot users)
  - Inclusion enrollment included in Aug release
  - Expanded deployment through Fall 2003
  - Full deployment Winter 2003/4 (??)

**Demo!**

# eSNAP Pilot Users

Stupid Joke!  
Get rid of it  
before the  
presentation  
-JC





# eSNAP Submission Debate

- To delegate or not to delegate? That is the question.
- SO can be solely responsible
- SO can delegate submission to all PI's
- SO can delegate submission to select PI's


# eSNAP – Upload Science

Upload Science - Microsoft Internet Explorer


File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Print Mail

Address <https://commonsdemo.era.nih.gov/commons-demo/esnap/scienceEdit.jsp> Go



**NATIONAL INSTITUTES OF HEALTH**  
**eRA Commons**



Version 2.2.3

Welcome bandypi  
Institution: UNIVERSITY OF HARD KNOCKS  
Authority: FSR PI [Log-out](#)

**COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE**

Home Administration Institution Profile Personal Profile Status **eSNAP** X-Train FSR Links Help

Grant List Manage eSNAP **Upload Science** Edit Business

## Upload Science ?

\* indicates required field

<b>Name:</b>	Bandy Bill	<b>Grant Number:</b>	5R01CA014012-03
<b>Grantee Institution:</b>	UNIVERSITY OF HARD KNOCKS		

Files	File Name	Date Created	Status	
<b>Progress Report File:*</b>			NOT UPLOADED	<input type="button" value="Import"/>
<b>Research Accomplishments File:</b> Use this section to provide summary bullets of science highlights and other significant changes.			NOT UPLOADED	<input type="button" value="Import"/>

**Publication Information**

**NLM Accession Number:**

**Citation Text:\***

**Publications**

Associate with this eSNAP	NLM Accession #	Citation Information
<input type="button" value="Save"/> <input type="button" value="Back"/>		

Done Internet




# eSNAP – Questions

Edit Business - SNAP Questions & Checklist - Microsoft Internet Explorer


File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Print Copy Paste

Address <https://commonsdemo.era.nih.gov/commons-demo/esnap/questionsAndChecklistEdit.jsp> Go



**NATIONAL INSTITUTES OF HEALTH**  
**eRA Commons**



Welcome bandypi  
Institution: UNIVERSITY OF HARD KNOCKS  
Authority: FSR PI [Log-out](#)

Version 2.2.3

COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE

Home Administration Institution Profile Personal Profile Status **eSNAP** X-Train FSR Links Help

Grant List Manage eSNAP Upload Science **Edit Business**

Org Info Performance Sites Key Personnel Research Subject **SNAP Questions & Checklist** Inclusion Enrollment

## Edit Business - SNAP Questions & Checklist ?

\*Indicates a Required Field

<b>Name:</b>	Bandy Bill	<b>Grant Number:</b>	5R01CA014012-03
<b>Grantee Institution:</b>	UNIVERSITY OF HARD KNOCKS		

### eSNAP

Has there been a change in the other support of key personnel since the last reporting period?\*

☐ No ☐ Yes

If yes, please justify:

[eSNAP Questions](#)

Will there be, in the next budget period, a significant change in the level of effort for key personnel from what was approved for this project?\*

☐ No ☐ Yes

If yes, please justify:

Is it anticipated that an estimated unobligated balance (including prior year carryover) will be greater than 25% of the current year's total Budget?\*

☐ No ☐ Yes

If yes, please justify:

Done Internet



# Other Modules in the Commons

## A Brief Overview

- Financial Status Report (FSR)
- Internet Assisted Review (IAR)





# FSR (Financial Status Report)

- Replaces mainframe TSO system
- Search for grants based upon due date
- Submit new/revised FSR
- View FSR status (due, late, received etc.)
- Submitted FSRs appear in “Status”
- Integrates with NIH accounting system
- Over 15,300 FSRs processed (2,500 in Sept.)
  - Over 9,500 from external users
  - Over 230 grantee organizations participating
  - Currently in full production (non mandatory)

# FSR – Form Screen

Financial Status Report - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Print View Source

Address http://impacwebdev2.oer.od.nih.gov:8059/commons/tsr/FSREdit.jsp;sessionid=2bfa4bbb45674de694ddb08a8f25481f Go

## Financial Status Report

[Back to Search Result](#) [FSR New Search](#)

### Long Form

Prior Unexpended Balance 546.23

1. Federal Agency and Organizational Element to Which Report is Submitted NATIONAL INSTITUTE OF MENTAL HEALTH		2. Federal Grant or Other Identifying Number 2R00SU046781-12	
3. Recipient Organization (Name and complete address, including ZIP code) STATE UNIVERSITY 1000 STATE BLVD, SUITE 4200 FAIRFAX, VA 22032		4. Employer Identification Number 234545891A2	
		5. Recipient Account Number or Identifying Number * 6hc58nh	
6. Final Report <input checked="" type="radio"/> Yes <input type="radio"/> No		7. Basis <input checked="" type="radio"/> Cash <input type="radio"/> Accrual	
8. Funding/Grant Period From 09/30/1999 To 08/31/2003		9. Period Covered by this Report From 09/30/1999 To 08/31/2000	
10. Transactions:	Previously Reported	This Period	Cumulative
a. Total outlays	34353	4353	38,706.00
b. Refunds, rebates, ect	3434	3435	6,869.00
c. Program income used in accordance with the deduction alternative	342	4534	4,876.00
d. Net outlays (Line a, less the sum of lines b and c)	30,577.00	-3,616.00	26,961.00
Recipient's share of net outlay, consisting of:			
e. Third Party (In-kind) contributions	0.00	0.00	0.00
f. Other Federal awards authorized to be used to match this award	0.00	0.00	0.00
g. Program income used in accordance with the deduction alternative	0.00	0.00	0.00
h. All other recipient outlays not shown on lines e, f or g	0.00	0.00	0.00
i. Total recipient share of net outlays (Sum of lines e, f, g and h)	0.00	0.00	0.00

Done Internet



# IAR (Internet Assisted Review)

## ■ Reviewers may

- Electronically submit critiques and preliminary scores prior to the meeting
- Review the critiques submitted by others on-line
- Modify their critiques after the meeting

## ■ SRAs may

- Manage meetings and Reviewer's IAR access via Control Center
- Designate applications as lower half (triage)
- Download preliminary summary statements generated from submitted critiques

- 172 Review Meetings/6991 Applications so far
- 2,076 IAR accounts created
- 5,752 critiques uploaded
- Full production as of 8/1/2003 (not mandatory)

Sneak  
Preview of  
What's  
Coming  
Next...





# eRA Commons Modules

## ■ xTrain (Trainee Appointments)

– Currently on hiatus

New improved System due Winter/Spring 2004

- J2EE technology (like the rest of Commons)
- Terminations
- Personal Profile Interface



# eRA Commons Deployment Schedule

## ■ Highlights Calendar Year 2002

- Deployed new NIH Commons platform, architecture and Base Systems (Oct '02)
- Deployed new NIH Commons interface
- Deployed eSNAP pilot (Nov '02)
  - Implemented Changes in SNAP Business Process
- Deployed Internet Assisted Review (IAR) Pilot (Dec '02)
- Deployed Financial Status Report (FSR) (Pilot Nov '02; Production Jan '03)



# eRA Commons Deployment Schedule

## ■ Calendar Year 2003 Plans

- ✓ Improved Performance (Winter/Spring)
- ✓ Enhanced Architecture (Spring)
- ✓ Demo Facility (Spring)
- ✓ Full deployment IAR (Summer)
- ✗ Deploy X-Train V 2.0 (Fall)
  - eNotification (Fall)
- ✓ CGAP Pilot (Fall)
  - Full deployment eSNAP (Fall/Winter)



# eRA Commons Deployment Schedule

- Version 2.0.0.0 - 10/11/2002
- Version 2.1.0.0 - 11/01/2002
- Version 2.2.0.0 - 12/06/2002
- Version 2.2.1.0 - 01/10/2003
- Version 2.2.2.0 - 03/24/2003
- Version 2.2.3.0 – 08/01/2003
- Version 2.2.3.0 – 11/01/2003
- Version 2.4.0.0 – Spring 2004



# eRA Commons Deployment Schedule

- Version 2.2.3.0 - 08/1/2003
  - Human Subjects Reporting in eSNAP
  - Enhanced Personal Profile Information
  - eNotification for T5 progress reports
  - IAR full deployment
  - Other fixes/enhancements



# eRA Commons Deployment Schedule

(Review at <http://era.nih.gov/ui/fall03>)

- Version 2.2.4.0 - 11/07/2003
  - New Password Policy
    - Minimum of 8 characters
    - Can't Start/End with a Number
    - Must Contain a Letter, a Number, *and* a Character (not just a Letter or a Number)
  - Internet Assisted Review (IAR) in Demo Facility
  - Status Search Engine
  - Just In Time
  - Extensions (No Cost Extension)
  - CGAP





# NEW – Status Search Screen

Commons Status Query - Status - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Print Copy Paste

Address [http://era.nih.gov/ui/fall03/Commons/StatusQuery/search.asp?query=General\\_Search](http://era.nih.gov/ui/fall03/Commons/StatusQuery/search.asp?query=General_Search) Go

 NATIONAL INSTITUTES OF HEALTH  
**eRA Commons** 

Welcome User\_Name [Log-out](#)

**Status** Help

**Status** ?


- PI Status
- ➔ **General Search**
- [Just In Time](#)
- [Pending Progress Report](#)
- [Recently Awarded](#)
- [Training Grants](#)
- [Fellowships](#)
- [eSubmissions](#)


**General Search**

Grant Number	Type	Activity Code	Institution Code	Serial Num.	Support Yr.	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Accession Number	<input type="text"/>					
IPF	<input type="text"/>					
PI Name	Last <input type="text"/>		First <input type="text"/>			
Application Status	All <input type="text"/>					
Budget Start Date	From <input type="text"/> (MM/DD/YYYY)		To <input type="text"/> (MM/DD/YYYY)			
Budget End Date	From <input type="text"/> (MM/DD/YYYY)		To <input type="text"/> (MM/DD/YYYY)			
Organization Hierarchy	School <input type="text"/>					
	Division <input type="text"/>		Department <input type="text"/>			
	All <input type="text"/>		All <input type="text"/>			


Search Clear

[ [Contact Us](#) | [Privacy Notice](#) | [Disclaimer](#) | [Accessibility](#) ]

 National Institutes of Health (NIH)  
9000 Rockville Pike  
Bethesda, Maryland 20892

 Department of Health and Human Services

© 2003 NIH. All Rights Reserved.  
Screen Rendered: 10/14/2003 10:46:38 PM EDT  
Screen Id: SAMPLE0001

 **GRANTS.GOV™**  
FIND. APPLY. SUCCEED.™

Internet

# NEW – Status Results Screen

Commons Status Query - Status Result - General Search - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Print Mail

Address http://era.nih.gov/ui/fall03/Commons/StatusQuery/hitlist.asp Go

NATIONAL INSTITUTES OF HEALTH  
**eRA Commons**

Welcome User\_Name Log-out

Status Help  
Status Result

Status Result - General Search ?

11 - 20 of 651

Application ID	Proposal Title	PI Name	Application Status	Budget Start Date	Action
<a href="#">1R01AI123450-01</a>	Different rates of telomere shortening and telomerase activity reduction in CD8 T and CD16 NK lymphocytes with ageing	Smith, Jane	Awarded	10/14/2003	<a href="#">Extension</a>
<a href="#">1R01AI123451-01</a>	Different rates of telomere shortening and telomerase activity reduction in CD8 T and CD16 NK lymphocytes with ageing	Mylastname, Myfirstname	Awarded	11/17/2003	<a href="#">Extension</a>
<a href="#">1R01AI123452-01</a>	Different rates of telomere shortening and telomerase activity reduction in CD8 T and CD16 NK lymphocytes with ageing	Doe, John	Terminated	12/20/2003	
<a href="#">1R01AI123453-01</a>	Different rates of telomere shortening and telomerase activity reduction in CD8 T and CD16 NK lymphocytes with ageing	Johnson, James	Pending	1/23/2004	<a href="#">eSNAP</a>   <a href="#">Progress Report</a>   <a href="#">JIT</a>
<a href="#">1R01AI123454-01</a>	Different rates of telomere shortening and telomerase activity reduction in CD8 T and CD16 NK lymphocytes with ageing	Newman, Paul	Awarded	2/26/2004	<a href="#">Extension</a>
<a href="#">1R01AI123455-01</a>	Different rates of telomere shortening and telomerase activity reduction in CD8 T and CD16 NK lymphocytes with ageing	Lennon, John	Withdrawn	3/29/2004	
<a href="#">1R01AI123456-01</a>	Different rates of telomere shortening and telomerase activity reduction in CD8 T and CD16 NK lymphocytes with ageing	Hall, Dan	Not Funded	5/2/2004	
<a href="#">1R01AI123457-01</a>	Different rates of telomere shortening and telomerase activity reduction in CD8 T and CD16 NK lymphocytes with ageing	Duncan, Ashley	Pending	6/4/2004	<a href="#">eSNAP</a>   <a href="#">Fellowship</a>   <a href="#">JIT</a>
<a href="#">1R01AI123458-01</a>	Different rates of telomere shortening and telomerase activity reduction in CD8 T and CD16 NK lymphocytes with ageing	Hanks, Tom	Returned	7/8/2004	
<a href="#">AN:1234567</a>	Different rates of telomere shortening and telomerase activity reduction in CD8 T and CD16 NK lymphocytes with ageing	Name10, Name10	Received	8/10/2004	<a href="#">Transmittal Sheet</a>   <a href="#">Verify Submission</a>

Export to Excel Show Query Print Hitlist

Internet

# NEW – JIT Submission Screen

Commons Status Query - Just in Time - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Print Mail News RSS Feeds

Address <http://era.nih.gov/ui/fall03/Commons/StatusQuery/jit.asp> Go

Please provide active and pending support for all key personnel. **Other Support includes all financial resources, whether Federal, non-Federal, commercial or institutional, available in direct support of an individual's research endeavors, including but not limited to research grants, cooperative agreements, contracts, and/or institutional awards.** Training awards, prizes, or gifts do not need to be included.

To provide the NIH Other Support, follow the suggested format available at [http://grants1.nih.gov/grants/funding/phs398/othersupport\\_doc](http://grants1.nih.gov/grants/funding/phs398/othersupport_doc) and upload the document using the Import button provided below.

Files	File Name	Date Created	Status
Other Support File:			NOT UPLOADED

Import

☐ IACUC\* Date:  (MM/DD/YYYY)

The institution must verify approval by the Institutional Animal Care and Use Committee (IACUC) of those components of the application related to the care and use of animals. By specifying a date and saving this form you confirm that IACUC approval of this application was granted on that date. If the IACUC required any modifications in the care or use of animals as described in the Research Plan, those changes must be submitted to the appropriate NIH Grants Management office. The OLAWE Assurance Number listed for your Institution is **AAA00000000**.

☐ IRB\* Date:  (MM/DD/YYYY)

Your Institution must certify to NIH that the research described in this application has received Institutional Review Board (IRB) approval by an IRB registered at OHRP under your Human Subjects Assurance Number. If the required IRB approval has been obtained, enter the IRB approval date. By specifying a Date and saving this form, you certify that you have IRB approval for this research. The OHRP Human Subjects Assurance Number listed for your Institution is **FWA00000000**.

**Human Subject Education:** Required only for key personnel (all individuals responsible for the design and conduct of the study) that are involved in human subject research. In the space below provide the following information: include the names of the key personnel who are responsible for the design and conduct of the study; the title of the education program completed by each named person plus a brief description of the program. Note: If research meeting the criteria for Exemption 4 is proposed, documentation is recommended, but not required.

Submit Save Cancel

Done Internet


# NEW – Extension Screen

Commons Status Query - Extension - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Print Mail News RSS Feeds

Address http://era.nih.gov/ui/fall03/Commons/StatusQuery/extension.asp Go

 NATIONAL INSTITUTES OF HEALTH  
**eRA Commons**

Welcome User\_Name

[Log-out](#)

Status Help

Status Result

Extension

## Extension ?

This Grant is eligible to be extended for up to 1 year. Note that only a SO has the ability to perform a project extension and that you may do this only once through the Commons.

Application Information	
<b>Grant Number:</b>	5P01CA010642-03
<b>PI Name:</b>	John F. Smith
<b>Proposal Title:</b>	Different rates of telomere shortening and telomerase activity reduction in CD8 T and CD16 NK lymphocytes with ageing


To extend the period, select the number of months for which you would like to extend the project period for this grant.


**Project End Date:** 12/31/2003

**Extend:** ☒ 12 Months ☐ 9 Months ☐ 6 Months

This will extend the project to **12/31/2004**

[ [Contact Us](#) | [Privacy Notice](#) | [Disclaimer](#) | [Accessibility](#) ]

 National Institutes of Health (NIH)  
9000 Rockville Pike  
Bethesda, Maryland 20892

 Department of Health and Human Services

© 2003 NIH. All Rights Reserved.  
Screen Rendered: 10/14/2003 10:52:10 PM EDT  
Screen Id: SAMPLE0001

 **GRANTS.GOV™**  
FIND. APPLY. SUCCEED.™

Done Internet



# ■ Where to Find Help .....





# Training-Support-Outreach

- On-line/content sensitive help
- User Guides (pdf)
- “Cheat Sheets” & “Quick Tips”
- FAQs and other resources
- Enhanced Demo/Training Site
- Computer Based Training  
(Virtual School)



# Training-Support-Outreach

## National/Regional Meetings 2003

- March - Commons Workshop Houston, TX
- April - NIH Regional Seminar Palo Alto, CA\*
- April – SRA Southern Section Memphis, TN
- April - NCURA Region 4 Cincinnati, OH
- April - SRA Northeast Section Providence, RI
- February - FRA IV New Orleans, LA
- June - NIH Regional Seminar Baltimore, MD\*
- July - NIEHS Commons 101 RTP, NC
- October - SRA International Pittsburgh, PA\*
- November - NCURA National Washington, DC
- Others - TBA

(\* hands on labs)



# Training-Support-Outreach

- **NIH eRA Helpdesk**

(866) 504-9552 (Voice -Toll Free)

(301) 402-7469 (Voice - Local)

(301) 451-5675 (Fax)

(301) 451-5939 (TTY)

- **EMAIL**

Commons application problems

[commons@od.nih.gov](mailto:commons@od.nih.gov)

All Other questions

[askera@od.nih.gov](mailto:askera@od.nih.gov)



# Training-Support-Outreach

## Web Sites:

- Commons Home Page  
<http://commons.era.nih.gov>
- eRA Home Page  
<http://era.nih.gov>
- Commons Support Page  
<http://era.nih.gov/commons/>

*Revamp of websites is underway...*

# eRA Commons Support Page

The screenshot shows a Microsoft Internet Explorer browser window displaying the NIH eRA Commons Support Page. The browser's address bar shows the URL <http://era.nih.gov/commons/index.cfm>. The page features a dark blue header with the eRA logo and navigation tabs for 'About eRA', 'Newsletters', 'Project Management', 'Business Areas', and 'Tech Corner'. A left sidebar contains links for 'About eRA', 'Reference Shelf', and 'Key Links'. The main content area is titled 'NIH eRA Commons Support Page' and includes sections for 'NIH eRA Commons Release Notes and Information', 'Electronic Streamlined Non-Competing Award Process (eSNAP)', and 'Financial Status Reports (FSR)'. The taskbar at the bottom shows several open applications, including 'Inbox - Microsoft O...', 'Business Area Even...', '2\_13\_training\_4pm', and 'eRA: NIH Commo...'. The system clock indicates the time is 4:43 PM.

**NIH eRA Commons Support Page**

**NIH eRA Commons Release Notes and Information**

- [Demo Site Navigation Tips](#)
- [Release Notes version 2.0.0.0](#), 11-01-02
- [Release Notes version 2.2.0.0](#), 12-06-02
- [Release Notes version 2.2.1.0](#), 01-11-03

**Electronic Streamlined Non-Competing Award Process (eSNAP)**

- [Latest information for eSNAP](#)
- [Latest Enhancements and Fixes](#)
- [eSNAP User Guide](#) **NEW**
- [Instructions for submitting Progress Reports \(eSNAPs\) Involving Clinical Research](#)
- Template for progress report with 5/01 inclusion table (MS Word document), [5/01 Inclusion Enrollment Report](#)
- Template for progress report with 4/98 inclusion table (MS Word document), [4/98 Version of the Inclusion Table](#)

**Financial Status Reports (FSR)**

- [Latest information for FSR System Users](#)





# Training-Support-Outreach

## Other important Web Sites:

- Grants.gov Program Management Office  
<http://www.grants.gov>
- Inter-Agency Electronic Grants Committee  
<http://www.iaegc.gov>
- Catalog of Federal Domestic Assistance  
<http://www.cfda.gov>



CGAP/Grants.gov